




Wyoming Department of Education

Dr. Jim McBride, Superintendent of Public Instruction
Hathaway Building, 2nd Floor, 2300 Capitol Avenue
Cheyenne, WY 82002-0050

Phone 307-777-7673 Fax 307-777-6234 Website www.k12.wy.us

MEMORANDUM NO. 2010-112

TO: School District Superintendents
Business Managers
Personnel Directors

FROM: Susan Williams
Data Quality Specialist – WDE633 Data Steward 

DATE: May 28, 2010

SUBJECT: Recalibration WDE633-School Vacancy and Applicant Information

INFORMATION TO SHARE

The Wyoming Department of Education (WDE) is announcing the WDE633-School Vacancy and Applicant Information. This memorandum will provide details on:

- The purpose and authority of the collection.
- A brief description of elements and the method it will be collected.
- The firm collection timeline.

Information on the WDE633 Collection

What is the WDE633 Data Collection?

The WDE633 is a collection requested by the Select Committee on School Finance Recalibration to analyze the vacancy and applicant data of each district to determine their ability to attract and retain high-quality certified staff. The data request will also facilitate the Labor Market Study currently underway.

W.S. 21-2-203(c)(ii)

The collection is a retroactive look at the vacancies and applicants that districts had entering the 2009-10 school year. Districts will be required to report all vacancies for certified staff; including those filled by the first day of class.

School District Superintendents
Business Managers
Personnel Directors
Memo No. 2010-112
May 28, 2010
Page 2

The Select Committee will be seeking information regarding the reason for the vacancies, open positions and their assignment FTE, dates vacancies were opened and closed, the number of applicants, how positions not filled by the first day of school were resolved and what criteria districts use to select applicants.

When is the Collection Window?

The data collection window is from June 1, 2010 to June 18, 2010. The WDE633 data collection is due on or before June 18, 2010 by 5:00 P.M. The collection will be submitted via an Excel form through the WDE Collection Tracking System.

Where are the Collection Documents Posted?

The WDE633 form will be available on the WDE Data Collection Forms Inventory website, https://wdesecure.k12.wy.us/stats/wde.forms.details?the_form=633. The form will have two tabs at the bottom of the page, including an Excel sheet for reporting vacancy and applicant information, an instruction page and business rules. There will also be a link to the reportable combinations hand out.

Information on the WDE633 Data Correction Timeline

What is the Data Correction Timeline?

Corrections to the WDE633 data are restricted to a firm timeline. Districts will be notified of errors in their report by the WDE633 data steward, all corrections must be fixed and the data resubmitted by Friday, July 2, 2010. It is imperative these data are accurate and submitted on time in order for the WDE to meet its reporting requirements.

Who to Contact for More Information?

If you have any questions regarding the content of the WDE633, please contact Susan Williams at 307-777-6252 or swilli@educ.state.wy.us.

If you have any questions regarding the submission of the WDE633, please contact Aleta Nichols at 307-777-7009 or anicho@educ.state.wy.us.

SW:tw